TOOLBOX SAFETY TRAINING

ESC SAFETY CONSULTANTS

Company _____ Location _____ Date _____

Vol 29 - No 35

OFFICE SAFETY

An office environment is a comparatively safe places in which to work, yet accidents occur. To make your working area safe, observe the following:

1. **Be careful of swivel chairs. Do not slump in them without first testing your weight gradually.**
2. **If smoking is permitted, use ash trays. Do not smoke in vaults, storerooms or confined areas. Do not put ashes or butts in trash cans.**
3. **Walk, do not run, in corridors or on stairs. Use handrails.**
4. **Do not stand and talk in front of closed doors that may open suddenly.**
5. **Do not push or crowd at entrances or on stairways.**
6. **Read your mail and other material at your desk, not while walking around.**
7. **Watch for items underfoot such as telephone cords, office machine wires and wastebaskets. They cause tripping.**
8. **Use handles when closing files, desk drawers, safe and vault doors.**
9. **Keep file drawers, desk drawers, locker doors and the like closed when not in use. Open only one file or drawer at a time.**
10. **Check office furniture occasionally for sharp edges or splinters, loose casters or bolts.**
11. **Keep sharp objects in proper places. Handle carefully.**
12. **Be sure typewriters, computers or other office equipment are solidly affixed in place.**
13. **Do not adjust or clean power-driven office machines when they are in motion.**
14. **Do not attempt to make electrical repairs. Call a qualified person.**

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ESC TOOLBOX SAFETY TRAINING

SAFETY CONSULTANTS

Company _____ Location _____ Date _____

Vol 29 - No 35

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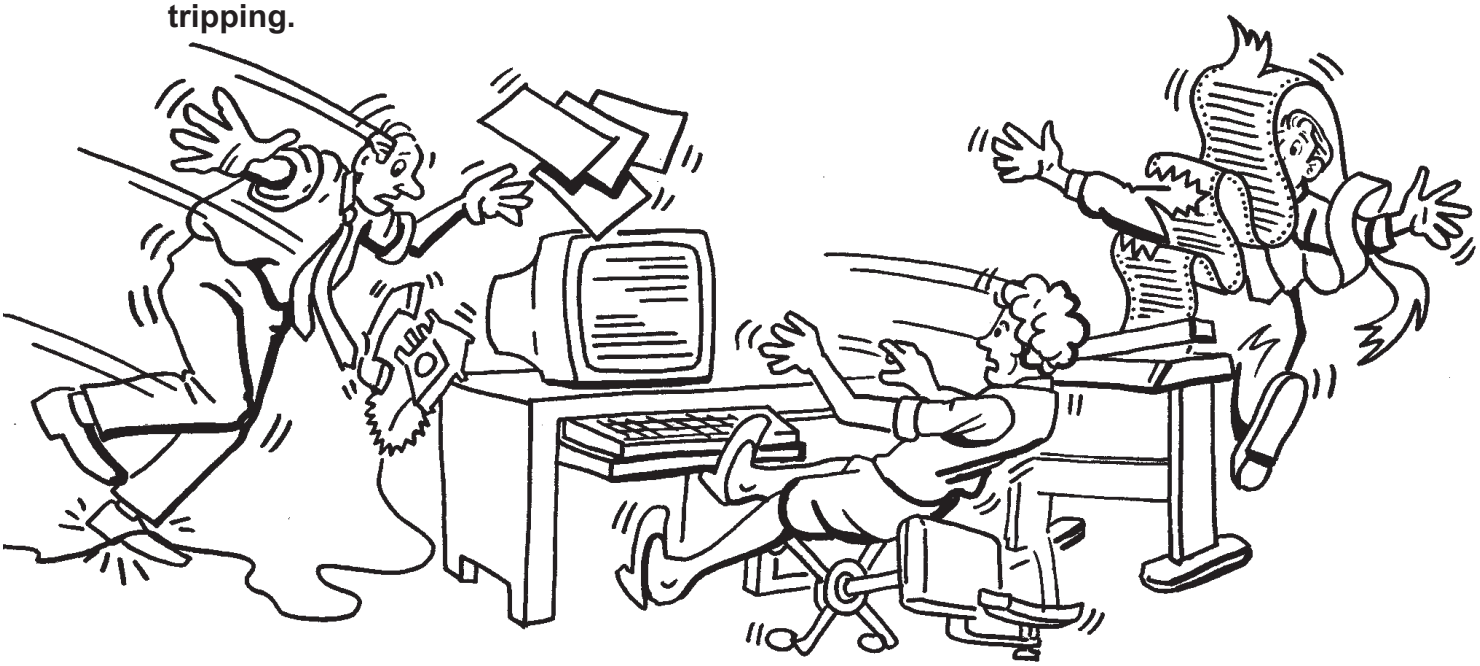

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